AUTOMATED CONTRACTS CATALOG
Save Time and Money

The **Automated Contracts Catalog** (ACC) is an electronic Application consisting of four primary databases and 19 of the most popular contracting STD. forms used in State Service. The four primary databases organize and manage Vendor, Department, Forms and Forms Package information. The ACC enables end-users to reduce time filling out contracts by 60% or more!

End-users simply choose which forms they need for a particular contract and save as a package. Then choose appropriate Vendor and Department information. (*Note: Vendor and Department information need to be available, that is, previously entered and saved.*) Next, enter common information unique to a contract. Then process the package. During processing, common information will automatically populate the packaged forms. Then fill-in the remaining areas unique to each form and print!

- Includes 19 STD. contract forms (see back for the form titles)
- Select the STD. forms to be used in the contract process
- Forms fill automatically with Vendor, Department, and Contract information
- Information is stored in a database for easy retrieval, amendments, and analysis
- Eliminate duplicate data entry time
- Reduce errors in forms
- Batch print the contract forms of your choice
- Import contract text from your word processing documents
- Extensive on-line help is built into the system
- Contract data can be shared by many users on a network in your agency (if the network version is purchased)
- Technical Support is available

Leverage your investment in JetForm FormFlow™ Filler by adding other forms to the contracts package, or add other STD. forms for standalone use with FormFlow Filler. The Forms Management Center can design or customize your departmental forms or other STD. forms to work with the **Automated Contracts Catalog**.

System Requirements: IBM-compatible 486 processor or later, 8MB RAM, 10MB hard disk storage, a laser printer, and JetForm FormFlow™ Filler v. 2.15.
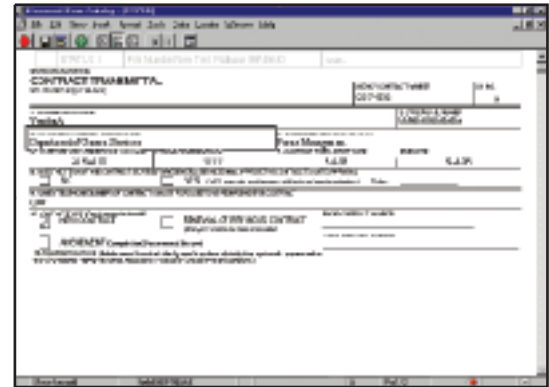
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Duplicate contract information is filled once.

STD. Contract forms fill automatically!

[STD. Forms Included

4	Contract/Contractor Evaluation
13A	Inter-Governmental Service Agreement and Invoice
15	Contract Transmittal
16	Contract Award Report
17A	Nondiscrimination Clause (OCP-1)
18	Standard California Nondiscrimination Construction Contract Specifications
19	Nondiscrimination Compliance Statement
21	Drug Free Workplace Certification
204	Vendor Data Record
807	Payment Bond to Accompany Construction Contract

811	Small Business Preference and Certification Request
815	Advertising in the Contracts Register
821	Contract Advertising Exemption Request
830	Target Area Contract Preference Act (TACPA) Request
831	Enterprise Zone Act (EZA) Preference Request
832	Local Agency Military Base Recovery Area (LAMBRA) Preference Request
840	Disabled Veteran Business Enterprise Participation Summary.

[Automated Contracts Catalog (ACC) Prices*

PRICE

Single Version (per user) $600

Network Version (2 or more users with shared databases) $1,500

JetForm FormFlow™ Filler Software (per user) $70

ACC Installation, Configuration, and Training . . . .$150 per hour

Technical Support . . . .$100 per hour

Prices subject to change without notice.

For a technical consultation or a demonstration of any of our products, please call or e-mail the Forms Management Center:

916.323.0311, fax: 916.376.6340 or Coy.Granderson@dgs.ca.gov

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